



**Administrative Policies and Procedures**

<b>Procedure Number</b>	<b>Subject</b>	<b>Effective Date</b>	<b>Revised Date</b>
BU-1.1.25	Motor Vehicle Use Program	02/01/2009	

**I. Overview**

Bainbridge College employees may have work assignments that involve driving a vehicle to accomplish state business. In an effort to promote a safe work environment and reduce the number of motor vehicle accidents that occur on-the-job, the College has established this policy in model of DOAS' Motor Vehicle Use Program policy, which sets driving qualification standards for all College drivers and requires training and other appropriate action for employees who fall outside the those standards.

**II. Applicability**

This policy applies to all Bainbridge College employees who drive on State of Georgia business regardless of frequency of driving.

**III. Driver Qualifications**

1. Before driving on state business, Bainbridge College employees must certify that they can safely operate the vehicle by completing the Driver Acknowledgement form.

- Supervisors are to review completed forms and allow employees to drive only if they initialed next to every safety standard.

NOTE: If an employee could not meet a safety standard because of points, accidents, or convictions, the employee can be permitted to drive on state business only after viewing a driver safety video and successfully completing an approved defensive driving course.

- Employees who drive on state business on a weekly or more frequent basis must complete a new form every six months.
- Employees who drive on state business infrequently (i.e.: less than once a month) must complete a new form before each trip.
- Supervisors are to forward the original form to Physical Plant to be kept on file with the fleet coordinator.

2. Bainbridge College employees must have a valid license in their possession while operating a vehicle on state business.

3. Drivers must review the Driver Safety Tips sheet before driving on state business.



#### IV. Driver Disqualifications

1. Employees will not be permitted to drive on state business until they have viewed a driver safety video and may have to successfully complete an approved defensive driving course if any of the following events occur:
  - Accumulating more than 10 points on their driving record.
  - Receiving a citation (ticket or warning) while driving on state business.
  - Has an “at fault” motor vehicle accident within the six months preceding an assignment to drive on state business.
  - Has been convicted of one of the following offenses within the six months preceding an assignment to drive on state business:
    - i. Driving Under the Influence (DUI)
    - ii. Driving While Intoxicated
    - iii. Leaving the scene of an accident
    - iv. Refusal to take a chemical test for intoxication
2. Required defensive driving course will be at the expense of the employee.
3. Employees with a driver’s license that is expired, suspended, or revoked, are not permitted to drive on state business until the license is reinstated. Employees who drive on state business are to disclose any license expiration, suspension, or revocation by submitting the Driver Notification form to Physical Plant fleet coordinator no later than the work day following the license action.
4. Employees charged with the following offenses are not permitted to drive on state business until disposition of the charges:
  - Driving Under the Influence (DUI)
  - Driving While Intoxicated
  - Leaving the scene of an accident
  - Aggressive Driving (only if a conviction would result in more than 10 points accumulating on driving record)
  - Exceeding the speed limit by more than 10 mph (only if a conviction would result in more than 10 points accumulated on driving record)
5. Employees who drive on state business are to disclose receipt of the above charges by submitting the Driver Notification Form to their supervisor and Physical Plant fleet coordinator no later than the workday following the charges.
6. Employees who meet all Driver Qualifications following disposition of the charges are permitted to resume driving on state business.



7. If an employee does not meet all Driver Qualifications following disposition of the charges, the employee will not be permitted to drive on state business until the employee has a valid driver's license and has viewed a driver safety video and successfully completed an approved defensive driving course.

## **V. On-the-Job Citations**

1. Employees who receive traffic citations (tickets or warnings) while driving on state business must notify their supervisor using the Driver Notification Form immediately upon returning to work.
2. Employees will not be permitted to drive on state business until they have viewed a driver safety video and may have to successfully complete an approved defensive driving course. The decision to require such a course will be made by the employee's supervisor, in consultation with Risk Management Services, based on the specific citation.
3. If an on-the-job citation results in Driver Disqualification, as noted in item #IV above, the employee will also be prohibited from driving on state business until disposition of the charges and until the employee has a valid driver's license.

## **V. On-the-Job Accidents**

1. Employees who are involved in motor vehicle accidents while driving on state business are expected to obtain the following information at the scene of the accident:
  - The other driver's name, address, and phone number
  - The name of the responding police department
2. Employees are to report accidents involving bodily injury or property damage within 48 hours of the occurrence by calling 1-877-656-7475 (for accidents involving a personal or rented vehicle), or contacting 1-229-248-2558 (for accidents involving Bainbridge College fleet vehicle).
3. Employees must notify their supervisor and the Physical Plant fleet coordinator of motor vehicle accidents that occur while driving on state business using the Driver Notification Form. Notification is due immediately upon returning to work, or within 48 hours of the accident, whichever is sooner.
4. Upon receiving the Driver Notification Form, the Physical Plant fleet coordinator is to discuss the accident with the employee to complete the Accident Follow-Up Form, and forward it to DOAS Risk Management Services within two work days following the meeting.
5. Employees who are cited for an on-the-job accident will not be permitted to drive on state business until they have viewed a driver safety video and successfully completed an approved defensive driving course.
6. The College Accident Review Panel will review all on-the-job motor vehicle accidents and make recommendations for additional action, as appropriate.



## **VI. Accident Review Panel**

1. The College will maintain an Accident Review Panel that will review all on-the-job motor vehicle accidents and complaints against College drivers and make recommendations for appropriate action.
2. The panel will have at least three members, chaired by the College's Risk Management Coordinator. The other two panel members must be one staff manager/director and one faculty chair.

## **VII. Driver Assessment**

1. Upon publication of this policy, a Georgia Motor Vehicle Report will be reviewed on all Bainbridge College employees who are required to drive on state business on a weekly or more frequent basis.
  - Appropriate action, as indicated in the Driver Disqualification section of this policy, will be initiated for employees whose Motor Vehicle Report shows that they do not meet all Driver Qualifications.
  - If it is determined that an employee does not currently have a valid driver's license, the employee will not be permitted to continue driving on state business, and other appropriate action will be initiated in accordance with College policy.
2. A Motor Vehicle Report will be reviewed before hiring an applicant into a position that required weekly, or more frequent, driving on state business.
  - Applicants who do not meet the Driver Qualifications will not be hired.
  - If two or more applicants for a job that required weekly or more frequent driving on state business are otherwise equally qualified for the job, then preference may be given to the applicant with the safer driving record. The determination of "safer" will be left to the College.
3. Motor Vehicle Reports may be reviewed as otherwise determined appropriate.

## **VIII. Document Retention**

Forms associated with the Motor Vehicle Use Program will be retained throughout a driver's employment plus three years.

## **IX. Related Documents**

- Driver Acknowledgement Form
- Driver Notification Form
- Accident Follow-Up Form
- Driver Safety Tips Sheet
- Georgia Liability Insurance Card